

CAREER NEWSFLASH



MMEA-64

Inside This Issue

Editorial	1
Excelling on Instructor Duty	2
Performance Evaluation Review Board (PERB)	6
Remedial Promotion	8
Update From MMSB	10
New Phone Numbers For MMEA	12

Counseling Team

- **MSgt Lund**
Head, Career Counseling Unit
- **GySgt Horn**
Career Counselor
- **GySgt Covino**
Career Counselor
- **GySgt Fuller**
Career Counselor
- **Sgt Vogel**
Admin Support

Editorial



In the last issue of our newsletter the Career Newsflash, we had talked about Selection Opportunity and Selection Rates. We had also talked about how selection zones are cut. Let's examine some findings of the recently adjourned CY-2002 First Sergeant/Master Sergeant Selection Board by looking at the statistical data found in Maradmin 156/02.

First Sergeant In-Zone selection was 14.5% (137 selected/945 eligible), photographs submitted as required were 84.7%. Master Sergeant In-Zone selection was 60% (518 selected/863 eligible), photographs submitted as required were 85.7%.

It is interesting to note that there were also many cases where Marines were seeking both First Sergeant and Master Sergeant but did not have the minimum required PME complete. This is nothing new. You are required to submit a current promotion photograph and be PME complete prior to the convening of the respective selection board. There is no excuse for failing here. If Marines deployed overseas manage to get their records reviewed and accurate, all

Marines can.

In our previous issues, we have provided in-depth checklists for to assist Marines in preparing for upcoming selection boards and ways to get their individual records reviewed for accuracy. The past year was the busiest for the Enlisted Career Counseling Unit as we spent a good deal of time on the road briefing and teaching. Somehow, the message has still not gotten through and we still receive many calls from Marines not selected asking us for a review of their performance. We routinely discover needed information not in their records or something important missing.

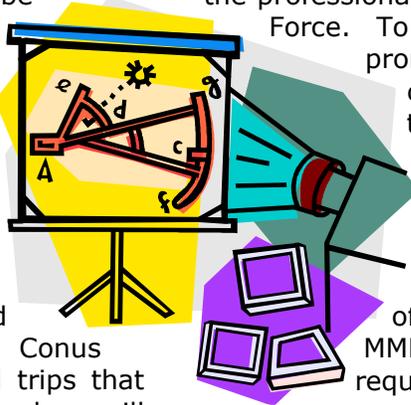
The first promotion message (60 Day Maradmin) released before the convening of each Enlisted Active Duty SNCO Selection Board clearly states that commanders will ensure several things, to include notifying Marines that they are in zone, the accuracy of their records and ensuring needed corrections to the same.

There is an old adage, "If you are not part of the solution, you are part of the problem," and in keeping with this theory, we have made major changes to the briefs that we provide. We made them content progressive and hope to cater to all levels of the enlisted

career force and leadership by heightening career awareness and providing professional briefs and seminars. These will be provided on MMEA sponsored trips, retention assist visits and also to any command that is willing to sponsor the same. We keep a busy schedule and requesting commands are encouraged to contact us early to see if we can support the mission requested.

The new briefs will be provided to the different SNCO Academies in Conus effective early April 2002, and on all trips that can be supported. The Career Counselors will continue to provide Individual Career Counseling to Active Duty Career Marines attending the SNCO Academies; we have had great success towards this and thank the directors of all the

SNCO Academies for sharing our vision, for their encouragement and ongoing support towards the professional education of our Enlisted Career Force. To an Individual Career Marine, promotion is very important; we will continue to play a large part in the education of our Career Marines on all issues regarding improvement of individual competitiveness for selection. The next issue will contain details of all the new briefs offered while on the road with MMEA as well as to any command on request.



Semper Fidelis

Enlisted Career Counselors

Excelling on Instructor Duty



Career Counselors frequently receive inquiries from Marines either presently on Instructor Duty or considering an assignment to the same.

A majority of concerns revolve around the competitiveness a Marine may have while serving on the instructor duty as compared to a Marine serving operationally in their MOS or on other types of duties.

Before we go any further, it is important to remember that it is not a particular type of duty that will increase your chances of selection or individual competitiveness. If this was so, everyone would immediately rush to get a 'check in the box' so they could have some assurance of success. Even Special Duty Assignments do not guarantee increased competitiveness in and of themselves. You have to do well and also have a competitive overall record to make the precept of 'Highly Qualified' work best in your favor.

Instructor Duty can be beneficial in increasing the diversity of your overall record as

long as you make it work for you, and as long as your performance there is competitive. This duty can bring to the forefront different facets of your performance and potential that other duties may not. There are instructor billets both in and outside of MOS, like assignments at the Staff Non Commissioned Officer Academy teaching the many PME Courses.

So, how does all this come together and how do you make Instructor Duty work for you or add to your level of individual competitiveness for selection towards promotion?

Since we have already addressed the reality that it is your overall performance that counts, you must have a competitive record. Competitive Marines get selected each year who have served or are serving on Instructor Duty at every rank. As Career Counselors, we have a good feel for what they have been doing and what their performance highlights. In this article, we will attempt to share with you what the Marines doing very well have in hopes that you can use it to your fullest advantage.

First, it is a good idea to seek Career Counseling in order to get an analysis of your performance before pursuing a future

assignment. Each MOS is different. Some have MOS Feeders and this requires an understanding of your competitiveness in performance prior to seeking an instructor billet in or outside your MOS. Some Marines who pursue Instructor Duty may be relatively junior in rank (Sergeant and above as that is when competitive performance really begins), and may not have had an opportunity to show *'hands-on performance'* prior to going out on Instructor Duty. This is okay as long as you are aware of it and request assignment back to the operational forces at the latter end of Instructor Duty. You can still be competitive in this plan as long as you do well on instructor duty and come back to establish yourself in your primary duties within your MOS. The way the allocations are cut, there is a greater promotion opportunity and promotion rate towards the rank of Staff Sergeant before the pyramid gets steeper in higher ranks.

If you seek Instructor Duty early as a Sergeant and spend a few years there, it may not be wise to seek assignment outside of your MOS upon completion, as you have then made a sacrifice of competitiveness within your MOS to go outside again, especially if your MOS is one with a feeder. So planning your career becomes increasingly important as you consider what to do next after Instructor Duty. You have heard the words of wisdom, *'No back to back B-Billets,'* which rings true in this case. It is not that back to back B-Billets are bad but that you may have to sacrifice performance in MOS to do so, and your MOS progression may not make that a wise choice. It is not wrong to want to show performance in B-Billets but you must carefully evaluate your competitiveness as you make choices, so you can try to find that which is best for you to maximize competitiveness for promotion. There is no black and white rule as you compete with peers in your MOS. Hence, it is recommended you get a professional evaluation of your performance compared to your peers.



A HRST Master Course student completes a night jump which is a requirement to qualify as an instructor.

It is difficult to lay out each and every scenario of timing and choice. Therefore, we recommend Career Marines call us for a detailed evaluation and consider all considerations provided during counseling when making these or similar important choices. Let's look at the many things that made those who proved to be exceptionally successful on Instructor Duty in an attempt to give you some ideas for your own career track.

Understand that Instructor Duty can give you an area to perform like no other. You can highlight your technical ability, your initiative, your creative skills, your communication skills and most of all, your leadership. Before we go into each one of these areas, we recommend you fully use the counseling process as mandated by the Marine Corps Counseling Order, so you can seek constant guidance on your performance from your Reporting Senior and what you can do further in each reporting period to make significant strides towards higher levels of success. Performance must be reported to CMC on your fitness reports for the selection board to understand your competitiveness while considering selection. Stating this, let us discuss some of what others are doing to boost their competitiveness in each of the areas mentioned.

Technical Ability

Most schools teach courses of varying professional levels. You have the basic courses for junior Marines, you have intermediate courses for NCOs and advanced or leader's courses for SNCOs and NCOICs. Discuss with your Reporting Senior and leadership ways to show added competitiveness by spending half your tour in one course and moving to another

course, especially if this does not involve a move of any kind. This is an internal process that you can be assisted in by your leadership if you are doing well already.

Since you are at the school or course yourself, try to take full advantage in attending the higher level courses (if your grade will allow), and doing well at them as this is another area to boost individual competitiveness. We get debriefed by all Active Duty Enlisted Selection Boards and they never fail to mention how they look at your performance while attending a school or course by considering your GPA and class standing if this is mentioned in your records.



Sgt Bryan Wallgren, instructor at the Jungle Warfare Training Center teaching Marines from 2/7 how to disable booby traps.

Initiative

Most schools and courses are formal courses and it takes a CCRB (Course Curriculum Review Board) to approve any changes to the course or schedule. There are several ways to show your initiative while you are on Instructor Duty.

Successful Marines have frequent mention in their reports of the improvements to training aids and media that they employed while instructing. They also mention the resulting success of the students by the improved training aids or media. This is largely up to the instructors. We recommend that you always review course critiques carefully to see patterns of feedback that may allude to a necessary change, and seek the assistance of the course leadership to improve the teaching aids and media in order to provide a higher level of student success.

Creative Skills

This ties into the area of initiative very closely. Today, with the use of modern technology, most schools and courses use electronic media to aid instruction in some form or other. We recommend that you get familiar

with the use of electronic media by taking some courses and studying the training aids or media that other instructors use. See what works, see what needs to be taught, and use your own expertise and creativity to develop the training

aids and media to get the instruction into a more receptive form. Again, always discuss this with your Reporting Senior thoroughly well during your performance counseling to show what you are trying to do and where you are trying to go. Record the improvements that you make or attempt in the MRO Worksheet you are required to maintain and submit

(Appendix-D, PES) to have inclusion of your efforts on your fitness reports. In doing this, your creative abilities and efforts to improve in your duties will show you to be more competitive than others, increasing your individual competitiveness.

Communication Skills

Most schools and courses require that you attend the Instructor Course and gain some knowledge of Professional Instructing before you get on the platform to teach. Take this stage seriously, as instruction of any kind is limited to the effectiveness of delivery and will be your tool to being an effective instructor.

Study the confident instructors communication, see how they teach and keep the attention of an audience of students. Rehearse and research constantly until you are also very confident in the delivery of instruction. Remember that the content and delivery is for the students attending and not for you. Keep this forefront in your mind and strive towards

being better in your delivery until the delivery and instruction merge towards higher receptivity.

Have your course leadership and Reporting Senior sit in on your classes as you progress and give you feedback towards your efforts. As you constantly strive to improve your teaching skills and succeed at the same, this should also be documented in your fitness reports as accomplishments as well as in the gradable area of 'Communication Skills'. Again, you are establishing yourself as a professional that is not content with merely being on that duty, but on excelling over and above others. Good for the Marine Corps and good for you professionally. All this will not go to waste, as it will serve you in your future also. The bottom line here is to always seek improvement and strive towards higher standards.

Leadership

Striving towards higher standards is the hallmark of a leader. You first lead yourself and then by personal example, lead others in several ways. By following all of the above, you have already taken the first step towards leadership, personal development and leading others will gradually follow suit.

Study carefully the students that seem to be having difficulty with some or all of what you teach. All students have a varying threshold of learning and learn in different ways. Try to assist those having any level of difficulty with any part of the content taught and discuss ways to assist them with the course leadership and your Reporting Senior. Suggest ways to guide them in some forum as a study group or remediation and get the approved ideas into action. As your dedicated efforts bear fruit with higher levels of success from the students in your course, submit a summary of these efforts to your Reporting Senior for inclusion in your fitness reports.

Again, good for the Marine Corps, the Marine learning, and good for you as this is reflected in your reports.

Look outside the standard scope of technical instruction and see which students under your care are having a harder time with other areas such as physical fitness. Discuss this also with your course leadership and Reporting Senior and suggest a plan that will allow for some mentoring towards higher levels of performance. Implement what has been approved and you will again see that your efforts here, when properly documented, will amplify your leadership qualities towards a more competitive record as they get reported.

Closing Comments

What we have discussed here are just some ideas that will improve your performance and thereby enhance your individual competitiveness. The bottom line is your efforts while on this excellent duty: never be satisfied, never be complacent and always strive towards higher levels of performance. If there are recommendations that you have which will improve overall course content, suggest the same to your course leadership and Reporting Senior and seek their

assistance in drafting a proposal for a CCRB. Progress and improvement happen at the cost of dedicated effort and you must persevere, to excel.

Many schools and courses also have awards for 'Instructor of the Year'. Compete towards this and you will have significantly enhanced your performance and competitiveness manifold. Have aggressive goals, make aggressive efforts and stay engaged with your



GySgt Walter C. Baldwin, recipient of the 2001 Elihu Rose Award for excellence in instruction.

leadership as you seek their assistance, guidance, and feedback in your efforts. You will make a world of difference.

In closing, be proactive, when you are coming to the later part of your tour on Instructor Duty, call us and request a Career

Counseling. You should already know how you have performed in that period; see how you stack-up to your competition, and ask what may be in your best professional interests next. Always stay engaged and unleash your potential to the fullest. Good luck in your tour on Instructor Duty.

Performance Evaluation Review Board (PERB)

The PERB

Career Marines in the rank of Sergeant and above have a way to petition a fitness report that they are convinced is unjustified. Each Marine is assured this opportunity to present their case, provided it is factual and can be substantiated. The burden of proof remains on the Marine making the case towards this and the process is called Performance Evaluation Review Board (PERB).

How It Works

The PERB was established as the first avenue of redress for fitness report appeals. Board members are Colonels and Lieutenant Colonels assigned from Headquarters Marine Corps and the various commands located aboard Marine Corps Base Quantico, with three members constituting a quorum. Should more senior members be required (in cases where the applicant is a Colonel or higher), General Officers are made available from HQMC and Quantico.

It cannot be stressed strongly enough that the officers who sit on the Board take their responsibilities very seriously. Often, additional extensive research is required in evaluating the Marine's appeal prior to bringing the case to a hearing before the PERB.

Board actions are based on a majority

vote. The voting is done secretively and no count is provided to the applicant. The Marine is only provided with the Board's findings. If the Board votes to grant the Marine's request, the case is concluded at the PERB level. If the Board does not vote in the Marine's favor, the appeal is automatically forwarded to the Board for Corrections for Naval Records (BCNR), along with a report from the PERB as to why the Board did not grant relief.

Appeals to the BCNR are made via the PERB. Generally, the appeal must be made within three years of the discovery of the alleged inaccuracy or injustice. It is important for a Marine to submit an appeal in a timely manner, since the longer a Marine delays, the more difficult it may become to substantiate the case. The Board will entertain later applications under exceptional circumstances. The PERB routinely requires 120 days to process a request. Appeals that have been previously considered and denied will be reconsidered only when new evidence is introduced, and then only with the approval of

the BCNR.



Marine Corps Order 1610.11_ is the directive covering Performance Evaluation Appeals. It provides guidance and detailed instructions on how to prepare and submit an appeal.

Preparing Your Case

There are several ways a Marine can seek correction. The first course of action is via the chain of command. Administrative errors (dates, occasion, PFT score, etc.) can often be corrected by following the guidelines in Appendix-I of the Performance Evaluation System Manual (MCO

P1610.7_). If the inaccuracy still cannot be corrected, the Marine has the right to appeal the discrepancy to the PERB.

Marine Corps Order 1610.11_ is the directive covering Performance Evaluation Appeals. It provides guidance and detailed instructions on how to prepare and submit an appeal. The Performance Evaluation Review Branch (MMER) has a website with links to the directives, the form needed to submit an appeal, and guidance on how to prepare the application. You can reach the website from the Marine Corps Home Page easiest by following the Career Link.

In proving a case, it must be emphasized that a fitness report - any fitness report - carries with it a '*presumption of regularity*'. Once the report is accepted into the system and placed into the Marine's OMPF, it is presumed to be administratively correct, procedurally complete, accurate, fair, and an unbiased evaluation of the individual's performance. The burden of proof to the contrary rests on the Marine appealing the case. Once the decision has been made to appeal a report, it must be proven that the report is incorrect or is an unfair evaluation of performance.

When applying, the Marine must state concisely what is being appealed and the basis for the appeal. Statements from third parties who have first-hand knowledge of the situation may be included with the appeal. The applicant may also submit documents from official sources and attach statements from reporting officials.

The PERB will not entertain removing, changing, or replacing a report because it is hindering assignment, promotion, reenlistment, or command screening/slating. Just because you are not happy with the markings in your opinion, that is not sufficient grounds for an appeal.

Gradable markings less than what is

considered the '*norm*' do not render a report adverse - adversity is determined by the recorded performance and not the report's effect on competitiveness.

Here are some examples of why the PERB may correct or remove fitness reports:

1. Adverse reports not referred to the Marine reported on for signature and the opportunity to submit a statement or rebuttal. Some key examples of phrases that might denote a negative report can be found in Chapter-5 of MCO P1610.7_.
2. Failure of Reviewing Officer or Third Sighting Officer to resolve and adjudicate factual differences.
3. Inclusion of inappropriate comments, such as gender-related comments or those alluding to pending actions (NJP's, courts-martial, civil charges, ongoing investigations).

The PERB will not entertain removing, changing, or replacing a report because it is hindering assignment, promotion, reenlistment, or command screening/slating. Just because you are not happy with the markings in your opinion, that is not sufficient grounds for an appeal.

Closing Comments

The PERB has been referred to as '*The Marine Corps' Conscience*'. This does not however mean that a Marine will automatically receive whatever adjudication is requested of the PERB. It does mean that all grievances will be heard and that they will be thoroughly, fairly, and justly considered.

Remedial Consideration For Promotion

Remedial consideration in regards to SNCO promotions are for Marines who were not properly considered by the regular selection board when they were eligible. If Marines requesting remedial consideration are considered and recommended for approval, they will be assigned a date of rank (DOR) with their contemporaries, and when due, receive proper pay and allowances to the effective assigned date of promotion.

The Enlisted Remedial Selection Board (ERSB) itself is governed by the same criteria and procedures as the regularly scheduled boards. This also includes any of the precepts that were associated with those boards. Further, the ERSB is not allowed to consider any material for events occurring after the regular board for which the remedial consideration is granted.

The guidance and procedures for submission of remedial considerations must be examined with a keen eye. Following correct submission procedures will alleviate unnecessary stress through the entire evolution. After remedial consideration is determined, the Marine or the command is notified by naval letter or by message as to the decision in each case.

The Enlisted Remedial Selection Board (ERSB) is administered by the Enlisted Promotion Section under the guidance of the Enlisted Remedial Selection Board Order (MCO 5420.16_) and the Enlisted Promotion Manual (MCO P1400.32_). These orders provide information and guidance, and assign responsibilities concerning the operation and functioning of the ERSB.

The ERSB is duly constituted by authority of the Commandant. The ERSB is authorized to review all Marine enlisted personnel records referred to it for the purpose of making recommendations concerning remedial promotion to the SNCO grades.

The ERSB is composed of members



Remedial consideration in regards to SNCO promotions are for Marines who were not properly considered by the regular selection board when they were eligible.

representing the various divisions and staff agencies of the Headquarters, Marine Corps and other commands as designated in MCO 5420.16_.

Your Package

Review the following information prior to completing your package:

1. Enlisted Promotion Manual, Chapter-3, Section-6.
2. Sample Board Photograph.
3. SNCO PME Requirements.

Requests for remedial consideration are processed as they are received. Some cases require extensive research. Marines should allow at least 45 days for processing cases that are referred to the ERSB and at least 30 days for cases that are disapproved.

Marines must request remedial

consideration for promotion. Cover letters should accompany all materials submitted to the CMC (MMPR-2) for SNCO remedial consideration. Submit all materials to the CMC, MMPR-2 along with the cover letter found in the reference.

Post Board Phase

The proceedings and recommendations of the ERSB will not be disclosed or released until they are approved and signed. During this final phase, MMPR-2 will finalize the official board report and prepare the selection message. Once the board report and selection message are signed, results are released and posted to the Enlisted Promotion Section's website, where you can also find a lot of other useful information.

The results of the ERSB can be released to the unit CO, XO, 1stSgt, and SgtMaj. A message is generated and released for all selectees; nonselects will be sent a nonselect letter via the chain of command.

Reasons for Approval or Disapproval

There are various reasons for your request for remedial consideration to be approved or disapproved. Marine Corps Order P1400.32_ (Enlisted Promotion Manual), paragraph 3602, lists the eligibility requirements for Marines requesting remedial consideration before the ERSB. The Marine requesting remedial consideration must have been in the Above-Zone or the Promotion-Zone for that respective year consideration is requested. All requests are handled on a case by case basis, with fairness and consistency.

Reasons for Approval

1. The eligible Marine's record is not considered by a regularly scheduled SNCO selection board (MCO 1400.32_, Paragraph 3104.3).
2. The Marine should have been eligible for consideration but was erroneously omitted/deleted from the list of eligible Marines.
3. The Marine is denied promotion opportunity

as a result of action required by Paragraph 1203 and is subsequently acquitted or absolved of all responsibility.

4. The Marine is erroneously considered in the wrong zone or PMOS/OccFld.
5. The Marine is denied promotion consideration as a result of omitted or incorrect eligibility criteria (i.e., DOR, AFADBD, PEBD).
6. The Marine would have been eligible for promotion consideration but was temporarily retired (i.e., TDRL) and has since returned to active duty.
7. The Marine has a court-martial conviction, NJP, or civil conviction set aside or overturned
8. The Marine has had fitness reports or other material in his/her official record removed or corrected by the Performance Evaluation Review Board (PERB) or the BCNR.
9. The Marine completed all appropriate PME requirements (MCO 1400.32_, Section 3300) prior to the convening date of the selection board; however, the board did not find the Marine's PME complete during the board proceedings.

Reasons for Disapproval

1. Material removed from a Marine's record that could not have been seen by a regularly scheduled selection board (i.e., a fitness report removed from the Marine's record that was submitted after the adjournment of the board).
2. The Marine's request is based solely upon dissatisfaction with the results of the selection board (i.e., nonselection).
3. When the Marine's request is based upon material contained in his or her record which the Marine believes is unjust and this material has not been removed by the PERB or BCNR.
4. The Marine submitted a nonselection request to the selection board and then changed his or her mind.

5. When a Marine's request is based upon a recent lateral move, change of MOS/OccFld, or periods of time assigned to billets outside the Marine's MOS/OccFld, and he or she believes nonselection was based upon a lack of MOS/OccFld credibility.
6. Missing or late submission of fitness reports.
7. Date gaps on the Marine's Master Brief Sheet (MBS) due to missing fitness reports.
8. Errors on the Marine's Master Brief Sheet.
9. Missing/incorrect information in the OMPF (e.g., awards, certificates, course completions [except required PME]).
10. Inaccurate information contained in MCTFS (e.g., erroneous/incorrect PFT, rifle/pistol score).
11. Absence of personal correspondence sent to selection board (e.g., photo, letters of recommendation, fitness reports, reserve

qualification summary).

12. When a Marine fails to demonstrate due diligence in correcting errors, injustices in the record, or in the submission of a request for remedial promotion consideration.

13. Marines requesting below zone consideration.

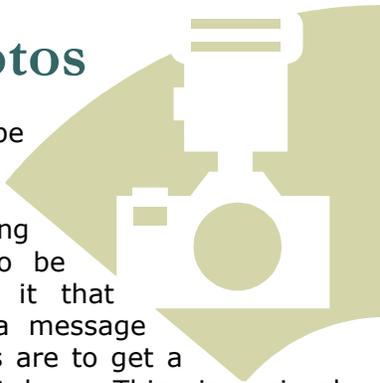
Closing Comments

Many of the causes that that lead to consideration by the remedial process can be avoided by a thorough proactive examination of the Marine's official records. Your record is your personal resume and you are fully responsible for it's upkeep. There are however those rare cases where the regular consideration was fully warranted but not done. The remedial promotion process is then the proper path for consideration.

Updates From The Personnel Management Support Branch (MMSB)

Digital Photos

This seems to be a newsletter article every time. Here is the latest rumor going around that needs to be clarified. Rumor has it that MMSB has released a message stating that all SNCOs are to get a digital photograph taken. This is simply not true. The photographic labs can't handle this demand AND keep up with those Marines who really need a photo for an upcoming promotion/selection board. Again, photographs are good for 12 months, so don't wait to take your photograph, but don't go and take a time slot from another Marine if you won't be before any boards.



Ordering OMPFs

Remember, your OMPF is the "official" record, so when you are reviewing your record before a board, do not think that if something like your PME is on your MBS, but not in your OMPF, that you are good to go. Not True. All PME documents, Awards and civilian education documentation needs to have the actual source document in the OMPF or you risk leaving doubt in your briefer's mind. To order your OMPF for a review, the preferred method is via email. Send your request to the organizational mailbox at **MMSBOMPF@manpower.usmc.mil**. There are requirements for using email to request your OMPF however. Here are the details:

For active duty Regular or Reserve component Marines who are currently under contract, or those who have been discharged or

retired after 1998, use the organizational mailbox at **MSBOMPF@manpower.usmc.mil** and provide: full name, social security number, complete unit address, to include street, unit number, PCS box number or home mailing address*, and specify if you want a copy of your:

1. OMPF (paper or microfiche)
2. MBS (old and/or new)
3. Reporting Senior Profile
4. Reviewing Officer Profile

***NOTE:** A fax or mailed request containing YOUR SIGNATURE IS REQUIRED if you are requesting your OMPF/MBS be mailed to an address other than your UNIT OR the HOME MAILING ADDRESS shown in MCTFS. MROs can not request a copy of their RS's or RO's profile.

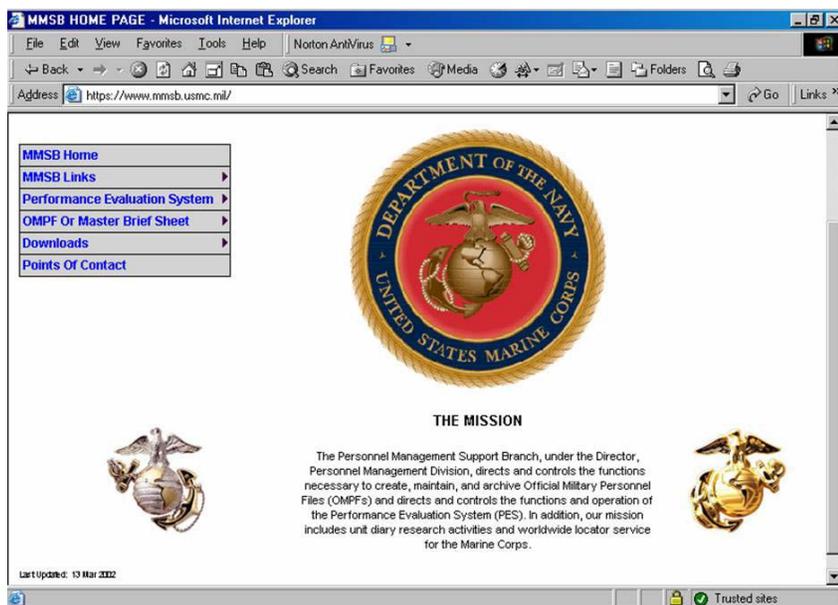
Electronic Awards

All personal awards (not including

Certificates of Commendation or Letters of Appreciation) that are submitted via the HQMC Awards database will be automatically sent to MMSB-20. This is to be official very soon. Once this is in place (possibly as soon as the end of April 2002), MMSB-20 will no longer accept paper documents from the field or individual Marines for these awards. Any personal awards missing from a Marine's OMPF which were awarded prior to this begin date can be forwarded as update material, but MMSB-20 will use the Awards database to verify the award. **IMPORTANT!!!!** *There are still units out there who are not submitting awards through the Awards database. This penalizes the Marines, especially since we will not accept these awards.*

OMPF CD's

Will be offered in the near future. MBSs will still be paper document, but that too is a future enhancement. The MMSB website will be updated to reflect the release of OMPFs on CD.



MMSB's Website is at...
<https://www.mmsb.usmc.mil/>

*MMSB's website has taken on a new look...
 Make it a point to visit it frequently to find the latest information on the PES, latest changes to the order, new developments, digital photograph information and information on ordering your OMPF, MBS, RS & RO Profile.*



MMEA-64

Enlisted Career Counseling Unit (MMEA-64)

Toll Free Phone
800-833-2320

Commercial Phone
703-784-9241

DSN Phone
278-9241

Commercial Fax
703-784-9835

**WE ARE ON
THE WEB,
GO TO...**

**WWW.USMC.MIL
THEN TO THE
CAREER LINK
THEN TO
ENLISTED
CAREER
COUNSELING**

NEXT ISSUE

- New Career Counselor Briefs
- MMEA Trip Schedule
- How to plan your retirement
- Articles on MOS Progression



New Phone Numbers at MMEA...

Career Counselors Numbers Stay The Same

Maradmin 147/02 listed the new phone numbers for MMEA, we have listed the most commonly used numbers below, please refer to the message for all other new numbers effective immediately.

Prefixes are: DSN 278-XXXX
Commercial (703) 784-XXXX

(MMEA) ENLISTED ASSIGNMENTS

Head, Deputy, SgtMaj, Admin: 9217

(MMEA-6) RETENTION SECTION

Head Enl Retention Section: 9769

(MMEA-61)

FTAP Officer: 9237

STAP Officer: 9239

OPS Chief: 9769

STAP Chief: 9239

FTAP Chief: 9237

(MMEA-62)

Latmove Chief: 9235

CRS/CPLN Monitor: 9785

Liaison MMEA-82: 9336

Liaison MMEA-83: 9262

Liaison MMEA-84: 9261

(MMEA-8) MONITOR SECTION

Head, Enl Assign Section: 9330

Asst Head, Enl Assign Section: 9329

(MMEA-81)

9999 Monitor Unit : 9217

(MMEA-82) COMBAT ARMS

Head, Combat Arms Mon Unit: 9334

Asst Head, Combat Arms: 9335

Admin Clerk: 9947

(MMEA-82A)

02XX Monitor: 9965

0311 Monitor: 9245

0313/18XX/5711 Monitor: 9964

0321 Monitor: 9247

0331-52 Monitor: 9246

0369 Monitor: 9292

(MMEA-82B)

08XX Monitor: 9959

352X Monitor: 9958

353X Monitor: 9248

58XX Monitor: 9957

(MMEA-83) SERVICE SUPPORT

Head, Svc Support Mon Unit: 9294

Asst Head, Svc Support: 9293

Admin Clerk: 9295

(MMEA-83A)

0121/61/44XX Monitor: 9227

0151/43XX Monitor: 9228

0193/05XX Monitor: 9960

21XX Monitor: 9226

2311/34XX/55XX/9811/12 Monitor:

9249

(MMEA-83B)

04XX Monitor: 9973

11XX/2336 Monitor: 9972

1316/41/45/49/91 Monitor: 9252

1361/71/46XX Monitor: 9251

3043 Monitor: 9974

3112/3044-52 Monitor: 9975

3361/81/41XX Monitor: 9250

(MMEA-84) AVIATION/COMM

Head, Avn/Comm Mon Unit: 9258

Asst Head, Avn/Comm: 9257

Admin Clerk: 9259

(MMEA-84A)

6019/46/6211-6242/73XX Monitor: 9949

6042-92/625X/8X Monitor: 9950

6048/63XX Monitor: 9254

61XX Monitor: 9953

65XX/70XX Monitor: 9255

64XX/66XX Monitor: 9256

(MMEA-84B)

0613/14/19/29/81/91/99 Monitor: 9955

0612/21-27 Monitor: 9956

0651-9/0689/40XX Monitor: 9954

26XX Monitor: 9338

28XX Monitor: 9339

59XX/68XX/72XX Monitor: 9337

(MMEA-85) SPECIAL ASSIGNMENT

Head, Spl Assign Monitor Unit: 9266

DI Monitor: 9263

MSG/NDAC/Hazmat: 9967

MCSF/EOA/SNCO Deg Comp Monitor: 9264

Recruiter Monitor: 9968

HQMC Assign Monitor: 9328

Admin Clerk: 9265

(MMEA-86) HUMANITARIAN

HD, Humanitarian Unit: 9333

Hums Clerk: 9932